

OCT. 21, 1954

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Administration of Travel and Transportation

REFERENCE: Memorandum for AD/P from DD/A, dated 30 September 1954,
subject: "Administration of Travel and Transportation"

1. Referenced memorandum requests the Office of Personnel to furnish the Chief of Logistics monthly reports of certain information related to travel and transportation.

2. On reviewing the request, we find that the Central Processing Branch of this Office is currently reporting such information to the Office of the Comptroller in the following manner:

a. Number of persons traveling during the month.

Information of this nature is supplied the Office of the Comptroller by CPB utilizing "Transportation Request" accounting for vouchered purposes, and "Record of Transportation Furnished", Form 36-154, for confidential funds transactions.

b. Number and value of Transportation Requests issued for travel during the month.

As each book of "Transportation Request" is completed, it is reported by CPB to the Office of the Comptroller. CPB does not record the value of each Transportation Request, therefore it would have to be obtained from the Office of the Comptroller.

c. Cash advances authorized for the shipment of baggage.

Information on all cash advances made by CPB is forwarded to the Office of the Comptroller. However, other Agency components also authorize cash advances for shipment of baggage. Therefore, the Office of the Comptroller is the only complete source for obtaining such data.

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d. Monthly expenditures for transportation, broken down by carrier.

CPB reports expenditures for transportation, broken down by carrier, mode of travel, destination, employees and dependents to the Office of the Comptroller. Travel on confidential funds is reflected on Form 36-154, and on vouchered funds, the Transportation Request is used.

3. In view of the fact that Office of the Comptroller is the only office having a complete record, it is suggested that that office be requested to supply the desired information to the Chief of Logistics.

Harrison G. Reynolds
Assistant Director for Personnel

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PAS, [] jmg (15 Oct 54)

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